

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

GENERAL:

GEARS Training – Our 2020 GEARS fall training schedule concluded in December. For your reference, the presentations can be found on the GEARS courtnet site under the training tab. Please be sure to watch future GEARS Update emails for information on our next training schedule. We certainly appreciate your patience during the training, as this was the first time the training was delivered 100% virtual. We would love to hear any comments or suggestions. Please send them to [Tammy Sitar](#). As always, there are many ways to receive GEARS assistance, Tip Sheets on the GEARS site, Service Now tickets, or contact with respective AOC department staff.

PROCURE TO PAY:

Travel –

1. **Travel Policy** – The Judiciary travel policy is located on the Courtnet travel site. Please be sure to review the policy frequently to stay current on any changes. <https://mdcourts.gov/administration/travel>
2. **Mileage Reimbursement Rate *Reminder*** – An email announcing a change to the Judiciary mileage reimbursement rate was distributed on January 12, 2021. The new rate, 56 cents per mile, should be used for all travel after January 1, 2021. The previous rate of 57.5 cents per mile should still be used for any outstanding reimbursement requests for mileage prior to January 1, 2021. As needed, separate forms will be required to capture the different rates. (Both forms can be found on the Courtnet travel site.)
3. **Expense Report Timeframe** – Please remember that expense reimbursements must be requested within 90 days of the date of travel.

Vendor Payments – In early December, Department of Budget and Finance (DBF) noticed delays in the processing of the vendor payments and we reached out to the state's

General Accounting Division (GAD) for an explanation. They attributed the delay to a thorough review of all ACH vendor payment requests and a detailed review of all procedures for payment processing. This became necessary due to possible fraudulent issues at the state level. In addition, the GAD office has since been closed for a period of time due to COVID cases with the staff teleworking.

The unfortunate outcome of the above is that payments to vendors are taking longer than usual. This includes both expenditure payments as well as revenue payments such as EOM disbursements and revenue refunds. Please know that DBF staff are in regular contact with the State and we are trying to identify and move forward all Judiciary payments that have been delayed. The State indicated that their staff are working extra hours each day. In addition, DBF has finalized a method to electronically submit all of our vendor invoices to GAD, which we have been assured will speed up the process. With the extra hours being worked and the electronic delivery method, some progress has been made.

Vendors are always welcome to contact the State directly with any questions regarding their payments. They can also directly monitor their payment processing by registering for the One-Stop Vendor Payment Inquiry system offered by the Comptroller's Office (site link below). Judiciary staff with GEARS responsibilities and access can track the voucher payment status in GEARS by viewing the AOC MD Payment tab on vouchers (picture below).

If you should any questions about the above information, please feel free to contact me.

Thank you,



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